



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ALASKA
605 West 4th Avenue, #138, Anchorage, AK 99501**

VACANCY ANNOUNCEMENT #17-2

Position: Law Clerk to Bankruptcy Appellate Panel Judge
Type: Career
Location: Anchorage, Alaska
Open Date: July 10, 2017
Close Date: July 24, 2017
Salary: JSP 12 to 14 (\$62,722 to \$114,578, plus applicable locality pay and COLA).
(**NOTE:** a successful candidate who resides in Alaska will receive 27.13% in locality pay plus a 4.22% COLA)

Position Overview: The Honorable Gary Spraker is seeking a full time career Law Clerk to assist with his duties as an appellate judge on the Ninth Circuit Bankruptcy Appellate Panel ("BAP"). This position is expected to last for a term of seven years. The Law Clerk will substantively review appellate briefs and other related filings, conduct in-depth legal research, and analyze issues relevant to an appeal. The Law Clerk will prepare bench memoranda and assist with drafting memorandum decisions and opinions. The Law Clerk will have daily interaction with the Judge, his Judicial Assistant, and with Clerk's Office employees concerning legal and court related issues. While there is a preference that the Law Clerk be located in Anchorage, Alaska, it is not required that the applicant live in that location. The Judge shall consider applicants willing to work remotely, especially those within Las Vegas, Nevada. Regardless of the location of the Law Clerk, the position requires some travel; the Law Clerk typically accompanies the judge to hear oral argument on pending appeals. **This position is available as early as August 1, 2017.**

Qualifications: For consideration, an applicant must have the following minimum qualifications:

- Law school graduate with a strong academic background, admitted to practice and in good standing with a state bar;
- Excellent research, writing, proofreading, communication skills, and knowledge of computer operations;
- Exceptional organizational skills, ability to multitask, punctual, detail oriented, and willing to accept responsibility, work independently, and establish and meet deadlines;
- Good character, maturity, and a willingness to work long hours as may be required; and
- Prior bankruptcy experience, with at least two (2) years of post-law school experience, is preferred.

Applicants holding a bar membership and legal work experience qualify for salary at the range of JSP 12 or higher.

Conditions of Employment:

- Applicants must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending the results of a background investigation.
- Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will,” and can be terminated with or without cause by the court.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees must adhere to the rules and regulations of the Court.

Benefits: Career law clerks are eligible to participate in federal health benefits, life insurance, supplemental dental and vision insurance, long term care plan options, and flexible spending accounts. This position is also eligible to participate in the Federal Employees Retirement System, and the Thrift Savings Plan. Ten paid national holidays per calendar year. Coverage under the Leave Act, including accrual of 13 days paid vacation per year for the first three years, and incremental leave increases thereafter.

How to Apply: Qualified applicants should submit the following:

- A cover letter;
- A resume;
- Two writing samples;
- A completed Form AO 78 (available at www.uscourts.gov/forms/AO078.pdf); and
- Contact information for at least three professional references.

Email all required documents in PDF format, with the subject line Law Clerk Position, to janet_stafford@akb.uscourts.gov and amy_mcfarlane@akb.uscourts.gov.

The most qualified applicants will be invited for interviews with Judge Spraker and other court staff. Only those applicants selected for an interview will be contacted by the Court. The initial interview may be conducted by telephone or videoconference. Travel costs for a personal interview will be borne by the applicant. The Court reserves the right to amend or withdraw this job opening without written notice of applicants.

Application Deadline: To be considered, applications must be received by **July 24, 2017**.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Margaret Bondi, Personnel Specialist, at (907) 271-3923. The decision on granting reasonable accommodations will be made on a case by case basis.

The United States Bankruptcy Court is an Equal Opportunity Employer.